

OFFICE OF Education Technology

DIVISION OF School Data Services

TRAINING - DOCUMENT

Proper Setup of KTS Infinite
Campus Access to Ensure
Home District Instructional
Management System (IMS)
& Educator Development
(ED) Tools Access

Version 1.8.0 July 18, 2016

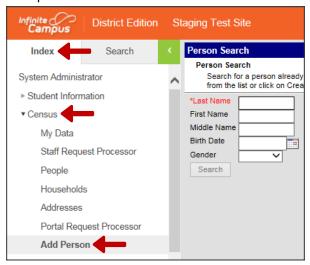
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KTS Infinite Campus (IC) Setup for IC Access Only

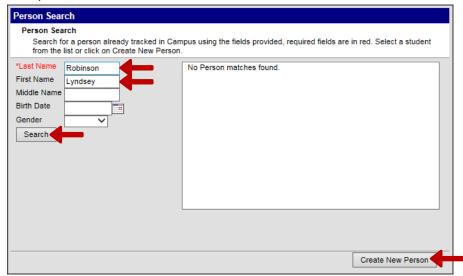
1. For Staff to have access to the KTS district Infinite Campus (IC) they must first be added to IC as a Person. (If you have already added them as a Person, skip to step 4.)

Click path: Index > Census > Add Person



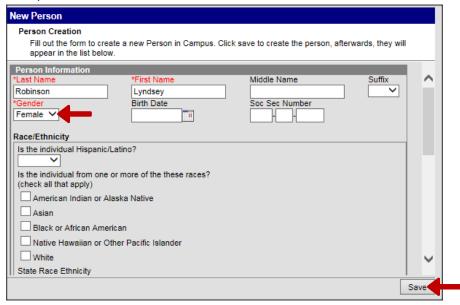
2. Search to make sure this person isn't already in the system. (If the individual is already in the system, skip to step 4.)

Click path: Last Name > First Name > Search > Create New Person



3. Save the new person.

Click path: Gender > Save

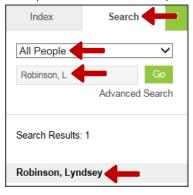


Proper KTS Setup for Home District IMS & ED Tools Access

To prevent messing up their IMS & ED Tools Home District access please make sure you do NOT have any of the following in IC.

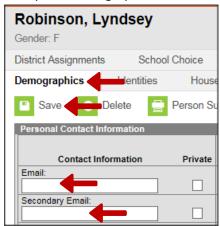
 Staff should not have their work email address (ex: kyschools.us) on the Demographics tab in KTS district IC; otherwise this will override their home district IMS & ED Tools access. To check first find the individual in IC.

Click path: Search > All People > Last Name, First Name > Individuals Name



2. If an email address is necessary please use a personal email address (ex: gmail) in the Email field. Do NOT use their work email address (ex: kyschools.us) for the Email field. If you wish to add their work email address please use the Secondary Email field.

Click path: Deomgraphics > Email and/or Secondary Email > Save



3. If adding a district assignment on the District Assignments tab, either leave the Type field blank or, if a type is required, select 04:Support. This will ensure that a job category is not assigned to the individual in ED Tools in the KTS district.

Click path: District Assignments > Assignment > Type

